

**Working Capital Fund Board Meeting
Minutes of the Meeting
December 3, 2008, 1:30 PM, RM 7E-069**

I. Introductions

Howard Borgstrom called the meeting to order.

II. Approval of Minutes of the February 27, 2008 meeting.

The Board approved the minutes without exception.

III. FY 2008 Annual Report

The Fund experienced -\$2.6 million in net earnings during FY 2008 on earnings of \$115.7 million. Financial performance has varied substantially among businesses, but the overall result for the first twelve years is \$10.4 million net earnings or approximately 0.9% of earnings, in line with Congressional and Departmental policies. The Fund Balance sheet is strong and records \$31.8 million in customer prepaid balances and an additional \$32.1 million net financial position. Each business line has a section in the report that highlights its performance in support of the Department's programs.

IV. Operations During FY 2009 Continuing Resolution

- a. The Chair described an informal planning meeting of the Board on May 21 where issues related to operating under the current CR were discussed. We are currently in compliance with the issues discussed at that time. However, there are follow-on issues that the Board may choose to resolve including STRIPES (see working group below) and iManage. The Board approved the Chair's recommendation to transfer \$1 million from the A-123 business to STARS consistent with the decision in FY 2008 and Budget requests for FY 2009/10.
- b. The Chair also discussed the funding guidance memo dated November 6, 2008 that instructed programs on their funding requirements for the duration of the CR. For the most part the

programs have financed their WCF accounts and the Fund has adequate capital to finance activities through the first five months of FY 2009.

V. FY 2010 Budget Planning

The Fund Manager will be updating FY 2010 business line and program budget estimates later this month based on current fund policy and changes due to FY 2008 actual billing and FY 2009 occupancy agreements.

VI. Telephone/Network Upgrade Status

Bill Lay, Associate CIO, addressed the Board to explain the change over from analog to digital phone system that will occur on Friday December 12, 2008.

VII. IT Operations Merger Working Group Recommendation

Bob Emond addressed the Board on the recommendation to merge the Phone and Network business lines, effective FY 2009. The Board approved the merger, but needs clarification on the issue related to the purchase of phone equipment, that is, hand sets, pagers, and other electronic devices. The CIO will work with the senior resource managers to determine who is authorized to purchase this equipment.

VIII. Changes in Transit Subsidy (SEET) Procurement

Jerry Odegard addressed the Board on the recommendation to add Transit Subsidy costs to the Payroll business line. This change is caused by a change in the procurement process for interagency transactions. The Board approved the recommendation.

IX. New Working Groups

The Board Chair discussed the need to create working groups to consider items before the Board. The required decisions have various time horizons but the working groups can begin deliberations and recommend to the Board at their discretion. The potential working groups are:

- a. STRIPES
- b. iManage
- c. Inter-agency agreements, specifically Telework Centers
- d. Performance Management System
- e. Economic Space Allocation

X. Transition

The Board Chair offered to brief new Political Appointees on the WCF and will make presentation material available to resource managers for their use. He asked the Board members to review the WCF Charter and consider changes to the make up of the Board membership.

XI. The Board Voted to Adjourn

Representing the Board

Chair Howard Borgstrom
HSS Lesley Gasperow
SC Vicki Barden
EI Steve Durbin

MA Marilyn Dillon
IM Kevin Cooke
NA Theresa Tyner
GC Sue Wadel

Attendees

Warren Huffer – CF
Bob Emond - CF
Ronald Mayo - CF
Mary Anderson – MA
Roger Seifert – BPA
Scot Allard – MA
Bob Cooper – MA
Bill Lay – IM
Rob Briede - CF
Jerry Odegard – CF
Karen Adams – MA
Janet Freimuth – HG

Rusty Perrin – SC
Karen Tappert – NE
Tim Fox – HS
Garret Richardson – MA
Al Starnes – NA
John Trainor – NA
Denise Clarke – MA
Deborah Black- MA
Aleta Boylan – MA
Jeff Sciscilo – RW
Alan Souers – CF